

# **APPRENTICE OPERATOR I – WASTEWATER TREATMENT**

## **GENERAL RESPONSIBILITIES**

Assist in the general repair and maintenance of wastewater facilities for the County in accordance with Federal, State and local laws. Prepares for the State of Maryland Operator Certification.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Collect samples and perform tests of wastewater treatment facility or pumping station
2. Assist in logging flows and maintaining charts and records
3. Perform preventive maintenance and repairs at pumping stations and treatment facilities
4. Perform equipment inspection, maintenance and repair
5. Maintain grounds including trash removal and washing wet wells
6. Complete routine paperwork such as time sheets and reports
7. Report to work for shift assignment including nights, weekends and holidays and outside of normal work hours for emergency operations
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. One year mechanical experience, preferably in the operation of wastewater treatment facility

\* A comparable amount of training and experience may be substituted for the minimum qualification.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Follow OSHA, MOSH, and County safety rules and regulations
2. Read, analyze, and interpret technical information and manuals, policies, and legal documents
3. Write reports and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Apply complex mathematical concepts and formulas
6. Work with detail, problem solve and communicate problems
7. Comply with relevant laws, regulations, and procedures
8. Work under hazardous conditions

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Must apply for a State of Maryland Temporary Operator Class 5 Wastewater Treatment Plant License within 30 days of employment
2. Valid driver's license
3. (DOT) Department of Transportation Physical Card